



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
RECORDS AND IDENTIFICATION SECTION SUPERVISOR	36	C	11.142

DEFINITION OF THE CLASS:

Under general direction of the Manager Criminal Information Services Section, the Supervisor is responsible for the proper functioning of work performed within the criminal and civil units of the Criminal History Repository and serves as the section's latent fingerprint expert; coordinates the automated fingerprint identification system and performs other related work as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Coordinates the planning, directing and proper functioning of the work performed within the Criminal History Repository to ensure compliance with regulations set forth in NRS 179A. This function is accomplished by: assigning and distributing work to personnel taking into consideration the range of individual abilities, established priorities and orderly work flow through the section; initiating recommendations for personnel actions and preparing employee developmental reports for all personnel; participating in meetings and conferences with officials of the division and user agencies to determine changes in policies/procedures and changes in programming; presenting specific suggestions to the Manager regarding proposed changes in established systems and activating the development and implementation of the revisions; analyzing space utilization and file expansion and maintaining file integrity by monitoring growth and establishing file maintenance procedures; controlling the inventory of identification supplies, forms and equipment to ensure supply adequacy and availability; and ensuring the maintenance of manual and automated filing systems to index records of criminal history, related court dispositions, orders to seal information and applicant information which includes monthly tracking of user fee monies received and accounts receivable control.

Directs the technical processing of criminal and applicant fingerprint cards to ensure processing of work is received in a timely manner. This function is accomplished by: resolving all questions on technical and procedural points from subordinate personnel concerning all fingerprint related questions such as, but not limited to, pattern interpretation, difficult fingerprint comparisons and complex fingerprint classification relating to scarred, burned or mutilated fingers and/or fingerprints having dysplasia condition, and questions concerning the entry of criminal history, applicant information and dissemination of the information and/or records to section users; reviewing work for thoroughness, adequacy and soundness of fingerprint identification findings and conclusions made by Fingerprint/Records Technicians through spot checks and documentation for compliance with existing instructions, rules, regulations and procedures; and checking on an intermittent basis fingerprint interpretations and classification formulas initiated by subordinate personnel to ensure compliance with established techniques in the various classification systems used in the Repository operation.

Establishes and directs procedures for the entry of all physical and numeric descriptors and related record information for all criminal, applicant, and juvenile record entries which are submitted to the Section for inclusion into the State's various computerized and/or manual identification files which are supported by fingerprint documentation. This function is accomplished by: resolving all questions concerning entry of information received; establishing and maintaining various data entry manuals and related computerized tables; planning, directing and assigning personnel to tasks

EXAMPLES OF WORK: (cont.)

taking into consideration individual abilities and work priorities; and spot-checking work performed to ensure compliance with established statutes, rules, regulations and policies. Directs and resolves questions concerning the entry of all final court or arrest dispositions, record modifications, and the referencing of various records to other files within the Section and/or local, state, and federal identification files. Trains new data entry personnel or retrains existing data entry personnel as needed to accomplish data entry task.

Coordinates the Automated Fingerprint Identification System (AFIS) for the Western Identification Network (WIN) to ensure that satellite users conform to WIN policies and procedures. Noncompliance with established procedures are identified and forwarded to the Manager for disposition. This function is accomplished by: correcting both hardware and software problems and reporting problems to the appropriate WIN contacts; evaluating system performance by running various ten-print and latent fingerprint comparison tests; aiding Repository personnel and satellite users in the operation of various types of equipment and techniques to provide maximum fingerprint identification performance; preparing statistical reports for the WIN office by collecting statistical information from Repository logs and satellite users and tabulating system use to ensure daily system use is within the limits provided for in the WIN contract within the State of Nevada; disseminating hard-copy fingerprints to authorized criminal justice agencies within the scope of the eight-state Automated Fingerprint Identification Network and requesting and receiving same for fingerprint comparisons for Repository use in cases of special interest and importance to Nevada Criminal Justice agencies; directing the WIN operation within the Repository by recommending, initiating and monitoring sound technical and operating procedures in relation to fingerprint searching techniques.

Conducts latent fingerprint searches by using the WIN/AFIS to assist federal, state and local law enforcement agencies in the identification of latent fingerprints left at crime scenes. Develops suspects in criminal cases by performing intricate latent fingerprint searches and related comparisons using the WIN/AFIS and established manual comparison procedures. Prepares indepth reports of latent fingerprint comparison findings and opinions arrived at from the search to federal, state and local law enforcement agencies to advise them of the results of the search. Testifies in court as to the identification or the dissimilarity of latent search findings and prepares photographic charts to assist in the preparation of latent fingerprint findings. Registers unsolved fingerprint images to the WIN/AFIS data base and reinquires on the unidentified latents at a later date taking into account the crime type and system availability. Maintains various manual logs and files for all latent cases submitted and provides for chain of evidence preservation by using established methods for receipt and return of evidence. Cooperates with outside agencies by verifying fingerprint identifications affected by latent examiners in local departments.

Trains various groups of individuals on fingerprint identification techniques, methods and their related records to inform employees, Repository users and other law enforcement personnel of Repository services, uses and principals of the WIN/AFIS. Develops and instructs seminars for Nevada criminal justice agency personnel on the use of criminal history records and the related WIN/AFIS at various training courses offered by Criminal Information Services. This training is provided for dispatchers, investigators and public safety officers. Develops, plans and performs all phases of the training of new Repository fingerprint trainees and the retraining of experienced personnel in the principles, practices and techniques of fingerprint identification relating to the Repository operation. Receives telephone or written communications and instructs, reviews, assists or discusses section operations with authorized criminal and/or civil Repository program users or prospective users. Prepares written responses to answer these types of inquiries. Develops, designs, writes and edits section manuals, work guides, pamphlet articles, flow charts and training materials for the complete Repository operation. On occasion this material may be disseminated and shared with the various persons or agencies requiring information on Repository operations and/or technical fingerprint matters.

EXAMPLES OF WORK: (cont.)

Performs the duties of the Manager of Criminal Information Services or a Fingerprint/Records Technician IV in his/her absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of departmental and section regulations, policies and procedures. Knowledge of the criminal justice process involving aspects of the legal rights of citizens, arrest, prosecution, court procedures and records management. Knowledge of various federal, state and local agencies responsible for the administration of criminal justice. Knowledge of law enforcement terminology, criminal and civil law constituting the identification of crimes and mandatory reporting of arrest and dispositions for all violations occurring within the state as prescribed by statute. Detailed knowledge of manual and automated indexing systems as applied to referencing and consolidating arrest and applicant records and cross-reference to fingerprint cards authenticating the records. Knowledge of federal and state regulations concerning the storage and release of confidential information for noncriminal justice licensing, regulatory and pre-employment purposes. Knowledge of Mapper based computer applications used to create, index, retrieve, modify and store criminal and applicant fingerprint records and related data. Knowledge relating to policy, procedures, practices and regulations at the National Crime Information Center, National Law Enforcement Telecommunications System, Western Identification Network and other shared computer networks. Knowledge and ability to operate and monitor system processors to obtain statistical reports and to "warm" or "cold" start the AFIS system as needed or directed.

Ability to define complex problems, select the best course of action and make recommendations concerning an appropriate resolution. Ability to establish and maintain cooperative working relationships with law enforcement agencies, users from the criminal justice community and private sectors and local and state governmental officials. Ability to engage in various public speaking situations which involve planned and extemporaneous individual and group presentations throughout the state and within the department. Ability to operate and set MP-4 polaroid fingerprint cameras for fingerprint enlargements and reductions needed to perform latent searches through the WIN/AFIS. Ability to resolve problems with fingerprint minutia indexed in the WIN/AFIS by performing onscreen maintenance. Ability to operate the fingerprint image scanner, laser printer and fingerprint input monitor to perform various searches, registrations, inquiries, quality control checks and related work involving the WIN/AFIS.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of all phases of fingerprint work, practices and techniques to include history of the science of fingerprints and new technical updates used in courtroom testimony to establish the fact of expertise in the fingerprint field. Knowledge of various latent fingerprint development techniques used for lifting and recording latent and patent fingerprints left at the crime scene. Detailed knowledge of the Henry, NCIC and AFIS fingerprint classification systems and methods of fingerprint analysis and identification as applied to the categorizing and filing of fingerprints into unique groups, positive identification of subjects and authenticating criminal and applicant records against subjects; fingerprints for comparison and possible court adjudication or elimination and identification purposes. Knowledge of supervisory principles and practices. Knowledge of basic accounting principles and practices.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (cont.)

Ability to classify, search, compare and identify fingerprints utilizing complex techniques and formulas. Ability to readily recognize fingerprint ridges and distinguish between the ridges and "ghost" impressions created by photography and trace the ridges in an accurate and painstaking manner for latent WIN/AFIS search capability. Ability to make onscreen identifications or establish dissimilarity of computer minutia reflective of master file and search print images. Ability to manage subordinate training in the fields of fingerprint identification and related records; and clerical staff and prepare lesson plans for the various types of training. Ability to manage, direct, organize and supervise the activities of subordinate employees engaged in the operations of the Repository to ensure that program goals and objectives are obtained. Ability to communicate both orally and in writing. Ability to work independently.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from high school or the equivalent education with a certificate of completion in advanced latent fingerprint training and five years of experience in the classification and identification of fingerprints using the Henry system of classification, two years of which was in a supervisory capacity; OR

II

One year of experience as a Fingerprint/Records Technician IV in Nevada State service.

SPECIAL NOTE:

1. Background investigation:

Applicants must undergo an extensive background investigation prior to being considered for appointment.

2. Certification:

Incumbent is required to be NCIC and NCJIS certified.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED: 11.142
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